



STATE OF WASHINGTON  
DEPARTMENT OF HEALTH  
PO Box 47852 • Olympia, Washington 98504-7852

August 19, 2005

TO: Construction Review Services Interested Parties

SUBJECT: Chapter 246-314 WAC – Facility Construction Review

FROM: Chad Beebe, AIA – Program Manager, DOH-FSL, Construction Review Services

The Construction Review Program's (CRS) intends to improve its fee structure and charging. The department will need to amend rules to appropriately levy fees and allow fee refunds. The CRS program was reducing fees based on actual services provided and charging entities for pre-project planning/consultation or services on a voluntary basis. The existing fee structure (WAC 246-314-990) does not support refunding or reducing fees. Additionally, updates are necessary to clarify and capture all facility types receiving CRS services.

*Drafting and Revising Consensus Rules*

The rule drafting and revision process will follow a well-documented manner with clear timeframes (see Consensus rule making basic flow sheet enclosed). Following this process provides an effective level of consistency and participation. The consensus rule drafting process is comprised of four basic steps:

*Step 1 - The Committee*

The committee will be comprised of interested parties both department staff and members of the public. Applications for a committee position should be submitted to Bart Eggen, Executive Manager. Committee members will be selected to ensure that there is a good representation of all interested groups. Department staff will chair the committee. The other members of the committee will include industry representatives, other governmental agencies that may have a statutory interest as well as other programs/agencies that may have similar rules and/or experience. The Committee member selection and composition will be based on the following:

- Qualifications of the applicant
- Limiting the size of the Committee to a manageable work group
- Maintaining a balance of interests within the Committee

The deadline for accepting Committee member letters of interest is **September 16, 2005**. Parties interested in being part of the Chapter 246-314 WAC Committee should send a letter of interest to:

Department of Health, Facilities and Services Licensing  
Attn: Bart Eggen, Executive Manager  
310 Israel Road  
Tumwater, WA. 98501-7852

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*Step 2 – Report on Proposals*

Once an announcement is made that there will be a rule revision, the rule will be open for public review and comment. A proposal may be made by any entity, please use the rule proposal form (see attached). In order to be considered, the proposal must include substantiation for the change as well as contact information should the committee have questions. The committee may also develop their own proposals and incorporate them into the report. With respect to public proposals, if the committee revises or rejects a proposal in whole or in part, it must include the reason for the change or rejection. The committee shall act upon all public proposals for the report, without exception.

Committee meetings will be held and each comment will be voted on by the committee members. The committee report is then published in a document called the Report on Proposals (ROP), which is made available to the public.

The deadline for accepting proposals is **September 22, 2005**. To submit a proposal, either complete the rule change proposal form enclosed or log onto: [www.doh.wa.gov/crs](http://www.doh.wa.gov/crs) where you'll find a web version of the rule change proposal form.

*Step 3 – Report on Comments*

Once the ROP is made available, there is a four (4) week comment period which anyone may submit a public comment on the proposed changes in the ROP. The committee then reconvenes at the end of the two week period and acts on all comments.

All of this information is compiled into a second publication called the Report on Comments (ROC), which is again made available to anyone for review for a four (4) week period. **Anyone may monitor the progress of a ROP or ROC at [www.doh.wa.gov/crs](http://www.doh.wa.gov/crs).**

*Step 4 – Public Rules Hearing*

Anyone may attend the public rules hearing and present his/her views on the reports and/or proposed rules.

Please note, a motion to amend a previously published proposal or comment can only be made by the originator or a duly authorized representative.

Parties interested in receiving copies of the proposed changes to Chapter 246-314 WAC should complete and return the enclosed coupon. Only those that have returned a coupon will receive future mailings on this rule revision.

For questions regarding this process, contact Allen Spaulding at (360) 236-2929, [al.spaulding@doh.wa.gov](mailto:al.spaulding@doh.wa.gov) or Chad Beebe at (360) 236-2944, [chad.beebe@doh.wa.gov](mailto:chad.beebe@doh.wa.gov).

Thank you in advance for your interest and participation and we look forward to working with interested parties concerning these important rules.

Sincerely,

Allen Spaulding, Rules Coordinator  
Facilities & Services Licensing  
Ph. - (360) 236-2929  
Fax – (360) 236-2901  
[al.spaulding@doh.wa.gov](mailto:al.spaulding@doh.wa.gov)

Enclosures